



Bassett Creek Watershed Management Commission

MEMO

Date: September 9, 2015
From: Laura Jester, Administrator
To: BCWMC Commissioners
RE: **Administrator's Report**

Aside from this month's agenda items, the Commission Engineers, city staff, committee members, and I continue to work on the following Commission projects and issues.

CIP Projects (see CIP Project Update Chart in "Information Only Items" of this month's agenda)

2012 Main Stem Restoration Project, Golden Valley Rd. to Irving Ave. N., Minneapolis and Golden Valley (mostly in Wirth Park) (2012CR): (See Item 5C). The Minneapolis Park and Rec Board (MPRB) is managing this project and hired Rachel Contracting to construct the project. Two change orders have been approved for the work. Funding for the changes is from unused unit pricing, as well as additional funds from City of Minneapolis Public Works-Surface Water and Sewers (Stormwater) and MPRB Regional Park Grants. The change order that MPRB is funding for extended trail repair to the south of the project area was approved by the Park Board on August 5th. The Change Order for the side channel dredging has also been approved administratively. It is within the project contingency and is funded primarily with City of Minneapolis funding. Staff with the MPRB will update the Commission on the project at this meeting.

2013 Four Season Area Water Quality Project (NL-2): The City of Plymouth has been looking at different options for this area including the original stream restoration, using only rock to stabilize the channel, and a flocculation facility. The City received comments on these options at a public meeting in January. Currently, the City is waiting for the Four Seasons Mall property to redevelop with hopes of building treatment into a redevelopment project.

2014 Schaper Pond Diversion Project, Golden Valley (SL-3): The Commission approved 90% plans at their February meeting. The City's consultant (Barr Engineering) completed contract documents for the project May 21st, the bid advertisement publication date. The city council awarded the contract on July 7th to Sunram Construction. The pre-construction meeting was held July 30th. Construction is set to begin on October 19th. The City along with Barr Engineering recently received submittal drawings from Environetics, the baffle fabricating company. City staff will work with Barr to go over the drawings to make sure they meet standards before approving them for fabrication. Sunram is expecting that construction will take approximately two weeks to complete.

2014 Twin Lake In-lake Alum Treatment, Golden Valley (TW-2): There are no updates to this project since the report in July. However, the volunteer collecting water samples reports the clarity has been over 4 meters all summer. From July: At their March 2015 meeting, the Commission approved the project specifications and directed the city to finalize specifications and solicit bids for the project. The contract was awarded to HAB Aquatic Solutions. The alum treatment spanned two days: May 18- 19 with 15,070 gallons being applied. Water temperatures and water pH stayed within the desired ranges for the treatment. Early transparency data from before and after the treatment indicates a change in Secchi depth from 1.2 meters before the treatment to 4.8 meters on May 20th. City staff reports no complaints or comments from residents since the treatment and also reports consistently clear water since the last actual reading on May 20th.

2014 Briarwood/Dawnview Water Quality Improvement Project, Golden Valley (BC-7): NewLook Contracting, the contractor for this project, has completed the majority of the site work including temporary stabilization of the disturbed areas and the utility work. This includes setting a storm sewer structure in the street to divert a large trunk storm sewer line into the new treatment pond. The street was backfilled and paved and the pond has received final stabilization. Crews have also finished a few final tasks in the last several weeks. A cover crop was planted to increase shade and allow more moisture to be held in the soil. City staff indicate the vegetation is coming in nicely and looks healthy. The contractor has one last item to complete in the coming weeks. The city will continue to monitor the vegetation and if necessary, have the contractor water the area. The city will make sure the native plantings are established before calling the project complete and submitting a final reimbursement request and final report later this year.

2015 Main Stem Restoration Project 10th Avenue to Duluth Street, Golden Valley (2015CR): The 90% design plans were approved by the Commission at their June 2015 meeting. The design plans and specifications are complete and the bid documents were published on August 20th and the bid opening is scheduled for September 16th. Construction is expected to begin this November.

2016 Northwood Lake Improvement Project, New Hope (NL-1): (See Item 5G) At the August meeting, the Commission held a public hearing regarding this project and received no comments. Also at the August meeting, the Commission entered an agreement with the City of New Hope to design and construct the project and a sub-grantee agreement to carry out the majority of tasks in the Clean Water Partnership (CWP) grant work plan. The CWP grant work plan was also presented at the August meeting as well as a Clean Water Fund grant application. At this meeting, the Commission will review and consider approving the 50% design plans for the project.

2016 Honeywell Pond Expansion Project, Golden Valley (BC-4): (See Item 5H) At the August meeting, the Commission held a public hearing regarding this project and received no comments. Also at the August meeting, the Commission entered an agreement with the City of Golden Valley to design and construct the project. At this meeting, the Commission will review and consider approving the 50% design plans for the project. The project will be let with the Douglas Drive project in February of 2016. Construction of the pond will likely occur in 2017.

Other Projects

Hennepin County Natural Resources Partnership: I attended a meeting on August 4th where attendees participated in a group discussion about the County's draft Natural Resources Strategic Plan and how the County can assist cities and watershed organizations accomplish their natural resources goals. The next meeting is scheduled for September 22nd.

MPRB Ecological System Plan: This project is now on hold until approximately late winter to allow the MPRB staff to concentrate on a different major comprehensive planning effort.

Next Generation Watershed Management Plan: (See Item 5A) The draft Watershed Management Plan went through a 60-day review period November 2014 – January 2015 and a 90-day review period started on June 1, 2015. Comments during both review periods were received from various agencies, cities, and other partners and were addressed by the Commission. Revisions were made to the draft Plan accordingly. A public hearing was held during the May Commission meeting and no comments were received. The BWSR Board approved the Plan on August 27, 2015. The Commission should adopt the Plan at the meeting. Staff will bring a full cost accounting of the Plan's development 2013 – 2015 for review at the October Commission meeting.

Non-Point Education for Municipal Officials (NEMO) Workshops: (See Item 51)As recommended by the Education Committee and approved at the March Commission meeting, I am assisting with the development of 3 NEMO workshops for appointed and elected officials in the west Metro. A workshop-on-the-water was held on Lake Minnetonka on July 23. Additional workshops include *Chlorides and Winter Road Management* on October 7th and *Green Infrastructure for Clean Water* later in the year.

Website Redesign Project: Our consultant, Kelly Spitzley with HDR, has been working on the layout, content map, and designs for the new site through an iterative process with review and comment from Amy and I. The Education Committee met on June 30th to review and provide comments on the site layout, content map, and design options. Kelly is now completing the structure of the site and populating it with existing information.

New Commissioner Materials: Posting of materials to the website were completed earlier this year and are available at:

<http://www.bassettcreekwmo.org/CommissionOrientation/CommissionOrientationHomepage.htm>.

Records Retention/Management and Data Practices: At the direction of the Administrative Services Committee, I updated the Commission's Records Retention Schedule and asked legal counsel to review and recommend any changes needed. Additionally, a Data Practices Procedure was drafted for the Commission by our legal counsel. The Commission will review these documents at a future meeting. Also, I continue to work on records management including locating all official records, determining what records should be disposed of or sent to the State Archives, how paper records can be digitized, and how and where to store our electronic records. I will be researching and gathering input on different options for records management and storage over the course of the year.

Organizational Efficiencies: At the direction of the Administrative Services Committee I will be drafting an organizational chart and have been discussing practices and procedures with TAC members, Commission staff, and Commissioners to ensure the proper and efficient use of staff's time and to streamline communications where needed.